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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

March 22, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-39

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Reminder: Agency Contact Information for OSUP

It is very important that agencies set up their OSUP type contacts in ISIS HR as annual enrollment and FY Legislation are coming up soon. **Contacts must be set up for each personnel area.** Transaction ZP200 (Agency Contacts) update access is limited to those positions that have the Enhanced EA/TA role. Please refer to [OSUP Memorandum #2010-13](#) for complete details and have your agency set up the following contacts:

OSUP Statewide Vendor - Persons responsible for the processing of Statewide Vendor deductions

OSUP Travel Administrator - Persons responsible for the processing of employee Travel payments

OSUP Budget - Persons responsible for interpreting the effects of legislative changes that impact the agency's organizational or payroll structure on the ISIS HR system

For Direct Deposit/EFT and AFS J5 Reject contacts, run ZP200 to review who is currently set up and submit an [OSUP/F71](#), Agency Contact Setup/Change Form, to add or delete contacts.

OSUP Direct Deposit/EFT - Persons responsible for receiving EFT Correction Report from OSUP. **Note:** If there are Travel payment EFT corrections, both the Travel Administrator and the Direct Deposit/EFT contacts will be notified.

OSUP AFS J5 Reject - Persons responsible for correcting J5 Rejects on SUSF in AFS

Primary designations are limited to one employee per personnel area. One additional employee can be assigned the Alternate designation. **Two contacts must be**

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designated for the “Direct Deposit/EFT” contact type. The Agency Division field should be utilized to identify different facilities, regions, etc. within the same personnel area that are under the responsibility of a particular contact. Contact email addresses and work phone numbers for all contacts must be entered correctly in LEO under the “My Work” section.

The [OSUP/F71](#) form should be completed in Microsoft Word, printed, signed and faxed to (225) 219-4432. If you have any questions about maintaining contacts in ISIS HR refer to the [ISIS HR Help scripts](#). If you have any questions about the OSUP/F71 contacts form, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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